

# REQUEST FOR TRAINING ORDERS

NAVMARCORESCEN LOS ANGELES

COMNAVRESFORINST 1571

PRIVACY ACT STATEMENT: The authority to request this information is contained in 5 U.S.C. 301 departmental regulations. The principal purpose is to enable you to make known your desire for training duty. The information will be used to assist in determining your eligibility for and approving or disapproving the training duty being requested. Completion of the form is voluntary, however, failure to provide the required information may result in delays, response to or disapproval of your request.

1. SSN \_\_\_\_\_ 2. GRADE/RATE \_\_\_\_\_ 3. NAME (LAST, FIRST, MIDDLE) \_\_\_\_\_

4. DESIG/NEC: \_\_\_\_\_ / 5. SEX \_\_\_\_\_ 6. WORK PHONE: \_\_\_\_\_ 7. HOME PHONE: \_\_\_\_\_

8. HOME ADDRESS: \_\_\_\_\_ UNIT ASSIGNED: \_\_\_\_\_

Email Address: \_\_\_\_\_

SDN: \_\_\_\_\_

TYPE: AT IDTT ADT GROUP IADT INVOL NON-PAY MOD BACK-TO-BACK

10. A. REPORT B. NUMBER DAYS: C. DESTINATION LOCATION UIC

DATE: AT ADT COURSE: CDP CIN

TIME: IDTT DAYS A COURSE: NAME

11. DESTINATION COMMAND CONTACTED: YES NO POC: PHONE NO.

12. TRAVEL ITINERARY: (FOR AIR TRAVEL ONLY) 13. TYPE TRAVEL: CONUS OUTCONUS NATO

DESIRED DEPARTURE:

DATE: \_\_\_\_\_

TIME: NET \_\_\_\_\_

NLT \_\_\_\_\_

AIRPORT: DEP \_\_\_\_\_

ARR \_\_\_\_\_

FOR AFLOAT: \_\_\_\_\_

EMBARK: \_\_\_\_\_

DEBARK: \_\_\_\_\_

1. GTR Directed / Arranged by NAVPTO / NOLA

Commercial Travel will be arranged and furnished by NAVPTO NOLA unless one of the following options is justified and approved in Block 14 per COMNAVRESFORINST 1571.7G

2. Govt. Transportation Directed / (Airlift /NOLA)

3. POV Authorized As Most Advantageous to the Government (Do not use!)

4. POV Authorized NOT to Exceed GTR

5. Transoceanic / International Travel

6. Local Commute Mileage (Estimated - One Way) \_\_\_\_\_

7. Program Manager Use Only

8. Program Manager Use Only

9. Program Manager Use Only

14. JUSTIFICATION/REMARKS:

ITP Requirement: Yes No DATE OF LAST HIV: PHYSICAL EXAM: BODY FAT WITHIN STANDARD

GOVT CHARGE CARD COORDINATOR DATE: YES NO

UNIT AT/IDTT COORDINATOR SIGNATURE DATE: YES NO

STANDARDS OF CONDUCT/CONFLICT OF INTEREST STATEMENT: I understand that during my active duty, I am subject to Defense Department and Navy Department Standards of Conduct Directives. I also understand that I am subject to the same standards of conduct directives during any time I am performing inactive duty (drills). I will, during any duty I perform take no action which will amount to or reasonably create the appearance of using any military position for personal gain or the benefit of my civilian employer. I will also refrain using or reasonably creating the appearance of using information I obtain while on duty for personal gain or the benefit of my civilian employer. If events occur which might cast doubt on my ability to follow these standards, I will promptly notify my military superiors.

15. DATE 16. APPLICANT'S SIGNATURE

CERTIFICATION - MBR IS FULLY QUALIFIED FOR DUTY AND MEETS THE HIV AND BODY FAT REQUIREMENTS AND ALL PREREQUISITES FOR REQUESTED COURSE.

17. REPORTING/ADDITIONAL INSTRUCTIONS/TEXT CODE:

BCN: RENTAL CAR YES NO  
BRN: VARY ITINERARY YES NO  
TCN: INCENTIVE PAY YES NO

TEEP: TYPE: IF YES ATTACH JUSTIFICATION

SECURITY CLEARANCE YES NO

CLEARANCE AGENCY DATE

PAGE TWO ATTACHED: YES NO UNIT CO / GCLO / OIC DATE

18. APPROVED DISAPPROVED

19. APPROVED DISAPPROVED RESFMS SITE REVIEW DATE

20. REMARKS / DISAPPROVAL CODE

For IDTT only: Travel: Per Diem: Rental Car: Misc: Total: